

Ernie Zmyslinski, Director Warwick City Hall 3275 Post Road Warwick, RI 02886 (401) 738-2000 x6207

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### **Major Responsibilities:**

- To oversee departments of MIS, Treasury, Tax Collectors, Assessors, and Purchasing
- To maintain financial controls for all city departments, and to submit a complete financial statement at the end of each fiscal year.

#### **Activities:**

- To prepare the City's operating budget;
- To monitor, analyze and project all expense and revenue during the year in accordance with budget appropriations;
  - To supervise the disbursement of all monies;
  - To maintain the general accounting system and exercise financial controls;
  - To process and oversee Insurance claims;
- To provide interpretation of financial policies, governmental legislation and accounting principles;
  - To internally audit all grants received by the city;
  - To invest city funds,

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# **Additional Resources:**

## 1. Annual Budgets

- <u>FY 2011 Online Budget Resource</u> A comprehensive collection of documents relative to the Personnel Supplement, General Fund, Enterprise Fund, and Capital Fund budgets for the upcoming fiscal year.
- <u>Amended General Fund Budgets</u> Review the final adopted budgets for the City of Warwick for fiscal years 2005 the present

# 2. Financial Reports

- Comprehensive Annual Financial Report For fiscal year ended June 30, 2008
- Comprehensive Annual Financial Report For fiscal year ended June 30, 2007.

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- Part I 1.56 MB
- Part II 1.84 MB
- Part III 980 KB
- Part IV 1.15 MB